



Center for Veterans Enterprise

Procedure

Initiation

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Approval

This Procedure titled “Initiation” is approved effective **February 1, 2013**.

_____ Task Lead (signature)	_____ Print Name	_____ Date
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_____ Director, CVE (signature)	_____ Print Name	_____ Date

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1. Introduction

1.1 Purpose

To verify Veteran, Service Disabled Veteran, and surviving spouse program eligibility through the VA Form 0877, Beneficiary Identification Records Location Subsystem (BIRLS), System for Award Management (SAM), and Excluded Parties List System (EPLS).

1.2 Scope

Validation of Veterans or Service Disabled Veterans Status and identity of applicants in Beneficiary Identification Records Locator Subsystem (BIRLS), System for Award Management (SAM), and Excluded Parties List System (EPLS).

1.3 Roles

Initiation Analyst

1.4 Definitions and Acronyms

VA Form 0877	Department of Veterans Affairs Form 0877	Information provided on this form allows VA to check applicant eligibility for VetBiz Verification Program.
BIRLS	Beneficiary Identification Records Locator Subsystem	Information of Veterans type of discharge and service-connected disability rating.
SAM/EPLS	System for Award Management/Excluded Parties List System	SAM is website that contains EPLS - which identifies parties excluded from receiving federal contracts, certain subcontracts and certain types of federal financial and non-financial assistance and benefits.

1.5 References

- 38 CFR 74
- P.L. 111 – 275

1.6 Revisions

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	04/16/2012		Initial SOP
2.0	06/25/2012		Combined with DCN:PROC-INIT-002 and added Document Review steps
3.0	02/01/2013		Modification of pre-screening process.

2. Process/Procedure (Mapping)

2.1 Entry Criteria

Details of Entry Criteria
<ul style="list-style-type: none">• Submission of a completed VA form 0877• Submission of a valid and legible DD form 214• Submission of required business documents• Submission of a valid and legible Department of Defense (DOD) or Veterans Affairs (VA) disability determination letter.

2.2 Tools Required to Complete Procedure

- VIP full access permissions/rights
- BIRLS full access (Note: See Appendix A for obtaining initial access)
- SAM/EPLS access (open to public)

2.3 Inputs

Input	Detail of Inputs and remarks
VIP	VA form 0877
VIP	DD form 214 (optional)
VIP	DOD disability determination letter (optional)
VIP	Required business documents
VIP	IRS Form 4506
Manual	Uploaded VA form 0877
Manual	Upload DD Form 214 (optional)
Manual	Upload DOD/VA disability determination letter (optional)

2.4 Outputs

Output	Detail of Outputs and remarks
VIP	Auto-moved to Examination
Manual	Forward to Examination

3. Procedure (Activities/Steps)

3.1 BIRLS/ (SAM) EPLS Check

- Step 1** Identify if company XXX is submitting for Simplified Renewal. These companies are priority and must be processed within 24 hours. You will see this by looking at Type. It will say *REV* for company XXX. Click Select and **Go to Step 2**. A company that is submitting a new application will have *REG* for type. **Go to Step 7** to begin processing that application
- Step 2** In order to be eligible for Simplified Renewal, a company must have been previously approved under P.L. 111-275. All documents must be in profile The company must have been last verified after February 01, 2011 and their SDVOSB or VOSB logo must be turned on in VIP profile. Click on the Business Name link to check for logo and last verified date.. If the word **EXPIRED** is in place of logo, **go to Step 7** and process as new application.
- Step 3** Click on Document Review to confirm that all documents (based on business type) are in profile.
- Step 4** Green circles indicate that a document has been uploaded into the Section (i.e. 2.1 Tax 1040). Yellow circles indicate that no documents have been uploaded. However, in some cases the circle might be Yellow and a document might be in the Section. Verify information by clicking on each circle and read Documents box to the right to identify the item that has been uploaded.
- Step 5** Click on 10.3 Verification or 10.4 Approval Letter circle and look in Documents box at right to confirm that SDVOSB/VOSB approval letter is in profile. If you see **“No records to display”** this means a document is missing. Either the SDVOSB/VOSB approval letter or a business document is not in the profile, contact the veteran. If all documents and SDVOSB/VOSB approval letter are in the profile, **go to Step 7**.
- Step 6** Click on Owners to view the owner(s) name, ownership percentage, Veteran Type and email address.
- Step 7** In order to validate Veteran status, you must check BIRLS. ,
- Step 8** Click Share_nVBA
- Step 9** Look at *e-signature date* to ensure that 0877 is not more than 2 years old. The *e-signature Type* identifies if Renewal or Registration (new application). *Signed?* indicates if the owner has signed. The *e-signature* status indicates if 0877 is viewable. Click on View to open 0877. Confirm that Veteran has a complete 0877 (ownership percentage 99-100%, Veteran status, SSN, DOB, signature and date signed). If 0877 is complete, and company submitted as Simplified Renewal If 0877 is complete and the company submitted as Simplified Renewal but has an Expired logo or as a New Application (Registration) **Go to Step 12**. If 0877 is incomplete **go to Step 25**.
- Step 10** If a company submits as Simplified Renewal, they will have to answer 4 gateway questions on Affirmation Page. The Affirmation page will be directly above 0877 under the e-Signature Type “Renewal.” Click View to open Affirmation Page. If

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- the owner answers no to the first 3 questions and yes to the last question, **Go to Step 12**. If the owner answers yes to any of the first 3 questions **Go to Step 24**.
- Step 11** Go to BIRLS VBA Ready Screen enter File Number or SSN (can be found on 0877) to check Veteran status. You can also search by Name, Service Number and Insurance Number. Click Submit.
- Step 12** If owner list their status as Veteran on the 0877, you must ensure the SSN (or File Number) Name and Date of Birth matches the information that is provided on 0877. There must be no entry for Date of Death (Veteran must be alive). Check CHAR SVC (character of service). If Veteran was dishonorably discharged, he or she is not eligible to participate in the program.. If the Veteran has Honorable (Hon) or Other-than-Honorable discharge (OTH)..
- Step 13** If owner selects Service Disabled Veteran, click on the InactiveComp & Pen tab (sometimes ratings are listed here). If no disability information is listed, click Ready. Then click Corporate Inquiry and enter File Number or SSN. This is where you can see more detailed information on disability rating. Click Submit.
- Step 14** Click Award/Ratings tab. Then Click Rating Information Tab
- Step 15** The Rating Information list disability rating (from 0% to 100%) and the Decision. We must see a percentage from 0% to 100% and the decision that states “Service Connected.” Click Ready at bottom.
- Step 16** Once Veteran status is validated for Veteran or Service Disabled Veteran go to SAM website to conduct search in EPLS. Click Search Records.
- Step 17** Enter owner’s name and click Search.
- Step 18** If search results state No for Active Exclusion, name does not match or No record found, the owner is “good” and not in EPLS. **Go to Step 24**. If Yes for active exclusion and name matches **go to Step** .
- Step 19** Go to left and click on Performance Information. Click OK in dialogue box.
- Step 20** Click Entity Information
- Step 21** Click Individual Name
- Step 22** Enter owner’s name. Then Click SSN box. Type SSN and click Apply Filters
- Step 23** If No records found for current search **Go to Step 24**. If record found and there is a match the owner will be withdrawn.,.
- Step 24** An incomplete 0877 will have to be reset for owner to make changes. Click Request New e-Signatures. Click Continue. Send Request. The owner will have 7 days to respond to email or they will be withdrawn.
- Step 25** If a company has a complete 0877 application and has submitted as Simplified Renewal but the logo is Expired or New Application, **go to Step 25** to begin pre-screening process.
- Step 26** Select Company from Initiator Queue.
- Step 27** Click on Business Type. This will allow you to identify the company Business Type (i.e. S Corp, C Corp, LLC, General Partnership, Sole Proprietor). This company is listed as General Partnership. The Initiation Analyst will go to the following
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Step 28 Click on Relevant Documents to identify all the documents that have been uploaded by the applicant. You will be able to see the sections and type of documents that were uploaded; if document is letter of explanation and the date document was uploaded.

You will conduct pre-screening by clicking on the “Eye” below each document type to view the document that has been uploaded. Conduct check in sequential order based on the document checklist. Start with the following:

- Section 2.1 Tax 1040 (Personal Tax Returns) for ownership of 33% or more.
- Section 2.2 (Partnership Business Tax Returns), 2.3 (LLC, or Partnership Business Tax Returns), 2.4 (S or C Corp Business Tax Returns).
- Section 2.5 Current Payroll
- Section 2.6 Signature Card and 20 checks
- Section 2.7 Contracts
- Section 1.1 License
- Section 1.2 Resume for all owners
- Section 4.1 Voting
- Section 4.2 Partnership agreement (if applicable)
- Section 4.3 Shareholder agreement (if applicable)
- Section 4.4 Formation
- Section 4.5 Minutes
- Section 4.6 Bylaws (if applicable)
- Section 4.7 Articles of Organization (if applicable)

- Section 4.8 Articles of Incorporation (if applicable)
- Section 4.9 Stock (if applicable)
- Section 3.1 Management Agreement
- Section 3.2 Operating Agreement (if applicable)

Step 29 If required documents are missing the veteran has 30 days to provide the missing documents

Step 30 The Initiation Analyst will contact Veteran by telephone from number that is listed on VIP profile once document is sent, in order to confirm they have received email. The Veteran will be given reminder notifications via email every 10 days until withdrawn (i.e. 10 days after initial email; 10 days after second notification; 10 days after 3rd notification). **Note: The Initiation Analyst shall contact owner(s) by telephone for any additional document request that was not identified in initial request.**

Step 31 You will check *VACO CVE Initiation Team mailbox* daily to see the document requests that have been answered by Veteran owners. If request documents have not been submitted, you will send out 2nd and 3rd (at the 10 and 20 day mark) request by

following Steps 45 thru 55. Annotate in email to owner if request is a 2nd or 3rd notice. If owner fails to upload requested documents in 30 days. Go to step 61 to begin withdraw process.

- Step 32** Once the Veteran has uploaded his/her DD214, disability rating letter or certified documentation of name change into Section 1.1 “License,” you must make sure that it is legible. If not, they will have to upload legible copies.
- **DD214** – check Veteran name, SSN, DOB and discharge type (i.e. Honorable, other than Honorable, Dishonorable, etc). Ensure information matches 0877.
 - **DOD/VA disability rating letter** - check Veteran name, SSN, DOB and disability rating percentage. Ensure information matches 0877.
 - **Certified documentation of name change** – check for notary, court information, Veteran name, SSN, DOB and new name. Ensure information matches 0877.
- Step 33** Once you have received all documents you will send out confirmation of complete applications based on SDVOSB/VOSB. Click Confirmation of Complete Application service-disabled Veteran or Confirmation of Complete Application Veteran.
- Step 34** Start Aging Timer and Click Send Exam.
- If owner(s) has not signed 0877 after new e-signature request within 7 days or they have not uploaded requested documents within 30 days they are withdrawn..
- Step 35** Copy and paste proper withdraw email verbiage. Type “*Your Application*” in Subject block then Click Send. The owner will receive an email notifying him or her the company has been withdrawn. **Note: Owner can resubmit anytime after being withdrawn. Companies will be withdrawn for the following:**
- **Failure to sign new 0877 within 7 days after initial request.**
 - **Failure to upload required documents within 30 days after request.**
 - **Incorrect Business Type.**
 - **Incorrect DUNS.**
 - **Majority owner listed in EPLS.**
- Go to the bottom right of the profile and click Unverifiable.
- Step 36** Select “Do not generate or send letter” then Click Continue.
- Step 37** Click Done. This application will automatically be withdrawn from the process. The application will automatically be sent to the Completed queue. This allows the applicant to resubmit at anytime.

3.2 Verification and Validation

VA form 0877	Validated VA form 0877
DD form 214	Validated DD form 214
DOD or VA disability determination letter	Validated DOD disability determination letter
Required business documents	Validated business documents

3.3 Exit Criteria

Details of Exit Criteria
<ul style="list-style-type: none">• Send to Examinations•

Appendix B – Veteran owners that are unverified in BIRLS will be allowed to upload DD214, DOD and VA disability rating letter into their VIP profile.

If Initiation Analyst checks BIRLS and identifies the below listed:

- No BIRLS record
- Character of service unknown
- Name does not match
- No record of service connected disability

The Initiation Analyst **shall not withdraw applicant**; however send out as part of document request (with a 30 day suspense date), a statement that instructs the Veteran to perform **one** of following actions:

1. Proceed to nearest VBA regional office to have the following information updated in BIRLS:
 - a. DD214
 - b. Department of Defense or Department of Veterans Affairs disability rating letter (if applicable).
 - c. Certified documentation of name change (if applicable).
2. Upload in VIP section 1.1 “License” a legible copy of:
 - a. DD214
 - b. Department of Defense or Department of Veterans Affairs disability rating letter (if applicable).
 - c. Certified documentation of name change (if applicable).

The Initiation Analyst will validate DD214, disability rating letters and certified documentation of name change by name and social security number.

Appendix C – Veterans faxing 0877 to CVE

The Department of Veteran Affairs does not allow Veteran owner(s) to submit VA form 0877 applications via email due to privacy/security concerns. The preferred method for the Veteran owner(s) is for them to sign into their VIP profile with their email and password and click the submit button. However, if the Veteran owner is experiencing technical issues that cannot be resolved, they will have to send CVE Contact Center Team a request to fax 0877. The CVE Contact Center Team representative must forward the email request to CVE Information Technology Team (IT) to for their action. The IT team will then confirm that there is a technical issue with application. The IT team will email Contact Center Team if the Veteran owner(s) is allowed to send fax. The Contact Center Team will contact Veteran owner(s) and provide them with fax number. The Veteran owner(s) must notify CVE Contact Center Team representative of the date and time the VA Form 0877 fax was sent. The Contact Center Team shall check 0877 for completeness. If incomplete the Contact Center Representative shall request Veteran owner fax new 0877. If complete the representative shall upload fax to Q drive: The Initiation Analyst shall check fax 0877 for completeness and upload the 0877 fax into 10.3. and conduct BIRLS/EPLS check.